Quantum®

LASER/INK JET COMPATIBLE INSERTS

STOCK #
LTR-1754 LTR-2400

DESCRIPTION
LTR-1754 & LTR-2400 INSERTS

QTY.
36

INSTRUCTIONS USING YOUR WORD PROCESSING SOFTWARE:

1.   CREATE A CUSTOM LABELS TEMPLATE:

- Select **Tools** from your Toolbar
- From the drop down window select **Envelopes & Labels**
- On the **Labels Tab**;
- Click the **Options** button
- In the box labeled Label Products: Choose **"Other"**
- Click on the **New Label** button

2.   SETTINGS:

- In the box labeled **Label Name**: Enter a name for your New Labels (i.e. Our Product #LTR-1754-2400)
- Top Margin: **0.44"**
- Side Margin: **0.25"**
- Label Height: **1.69"**
- Vertical Pitch: **1.69"**
- Label Width: **4"**
- Horizontal Pitch: **4"**
- Number Across: **2**
- Number Down: **6**
- Set Page Size: **Letter, 8-1/2" x 11"**
- **CLICK OK**

You now have a custom template saved for your **"New"** Quantum Inserts. You can create a full page of the same label, single labels, or mail merges. To use this template at another time; Click on Tools, Envelopes & Labels, Label Products: Select "Other" then click on the Product # (This is the Label Name you just created i.e. LTR-1754-2400).

Note: Labels to be inserted into Holder with the beaded side at the top to ensure proper fit when installed.